

**Notice No.:** 00-004  
**Date:** March 15, 2000  
**Applies to:** All Employers  
**Subject:** Statewide Training

### **DRS Implements Statewide Employer Training Program**

In order to provide on-going support and information to employers, and based on feedback obtained in the Employer Satisfaction Survey sent in June of 1999, the Department of Retirement Systems (DRS) is offering training at various locations throughout the state beginning in May 2000. These sessions are scheduled on a regular basis and are planned so every employer will have training available at least twice yearly.

Subjects offered during the May—October 2000 period are:

- Eligibility management
- Transmittal reporting/status codes
- Edit message reports and correction of accounts
- Managing your DRS Account/Statement of Account Activity
- Frequently misunderstood retirement regulations
- New legislation

Once the training program is under way, employers will be encouraged to provide feedback on its effectiveness by completing a training evaluation form. This feedback will be used to customize future sessions to better meet the employers' needs.

The class structure is based on the type of employers attending and is approximately three hours in length. Class size is limited to 20 people to encourage a personalized atmosphere where individual employer's questions and concerns can be addressed.

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## Registration

A schedule of classes for this year is attached. To register for a class, call 1-800-547-6657, extension 47169, or E-mail at [drstrain@drs.wa.gov](mailto:drstrain@drs.wa.gov). Indicate the following:

- The class you wish to attend and,
- The number of people attending.

The classes are limited to two persons per employer. Written confirmation of your registration and the class location will be sent within one week of receipt of your request.

## Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services at (360) 664-7200 or call our toll-free line, 1-800-547-6657.

This Notice can be accessed on the DRS Web site at <http://www.wa.gov/DRS/employer/drsn/index.htm>

(signature)

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## 2000 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or  
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

Notice No.	Applies to/ Subject Matter
00-001	<b>PERS, LEOFF, WSPRS and JRS Employers</b> Members' Annual Statements and Sequencing Information
00-002	<b>SERS Employers</b> Reporting Requirements and Education Activities
00-003	<b>DCP Employers</b> DCP Reporting Requirements and Employer Training
00-004	<b>All Employers</b> Statewide Training

## Training Schedule

### **Class Types:**

PERS/TRS

PERS/LEOFF

### **Applies to:**

School districts, state agencies, higher education

Political subdivisions; e.g., cities, counties, fire districts, etc.

### **PERS/TRS Classes**

#### **Olympia**

May 1, 2000	9 a.m. – 12 p.m.
May 8, 2000	9 a.m. – 12 p.m.
May 19, 2000	1 p.m. – 4 p.m.

#### **Aberdeen**

May 2, 2000	9 a.m. – 12 p.m.
May 3, 2000	1 p.m. – 4 p.m.

#### **Colville**

May 10, 2000	1 p.m. – 4 p.m.
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#### **Bellingham**

May 17, 2000	9 a.m. – 12 p.m.
May 18, 2000	1 p.m. – 4 p.m.

#### **Yakima**

June 1, 2000	9 a.m. – 12 p.m.
June 2, 2000	1 p.m. – 4 p.m.

#### **Okanogan**

June 7, 2000	9 a.m. – 12 p.m.
June 8, 2000	1 p.m. – 4 p.m.

#### **Port Angeles**

June 22, 2000	9 a.m. – 12 p.m.
June 23, 2000	1 p.m. – 4 p.m.

#### **Puyallup**

June 27, 2000	9 a.m. – 12 p.m.
June 28, 2000	1 p.m. – 4 p.m.
June 29, 2000	9 a.m. – 12 p.m.
June 30, 2000	1 p.m. – 4 p.m.

#### **Longview**

July 5, 2000	9 a.m. – 12 p.m.
July 6, 2000	1 p.m. – 4 p.m.

#### **Seattle**

July 17, 2000	9 a.m. – 12 p.m.
July 18, 2000	1 p.m. – 4 p.m.
July 19, 2000	9 a.m. – 12 p.m.
July 20, 2000	1 p.m. – 4 p.m.
July 21, 2000	9 a.m. – 12 p.m.

#### **Walla Walla**

August 8, 2000	9 a.m. – 12 p.m.
August 9, 2000	1 p.m. – 4 p.m.

#### **Spokane**

August 15, 2000	9 a.m. – 12 p.m.
August 16, 2000	1 p.m. – 4 p.m.
August 17, 2000	9 a.m. – 12 p.m.
August 18, 2000	1 p.m. – 4 p.m.

#### **Everett**

August 22, 2000	9 a.m. – 12 p.m.
August 23, 2000	1 p.m. – 4 p.m.
August 24, 2000	9 a.m. – 12 p.m.

#### **Moses Lake**

September 12, 2000	9 a.m. – 12 p.m.
September 13, 2000	1 p.m. – 4 p.m.

#### **Wenatchee**

September 19, 2000	9 a.m. – 12 p.m.
September 20, 2000	1 p.m. – 4 p.m.

#### **Mt. Vernon**

September 27, 2000	9 a.m. – 12 p.m.
September 28, 2000	1 p.m. – 4 p.m.

## PERS/LEOFF Classes

### Olympia

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May 15, 2000	9 a.m. – 12 p.m.
May 22, 2000	9 a.m. – 12 p.m.

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**Note:** The classes will be filled on a first come, first served basis. Depending upon the situation, you may be asked to select another class.